

SENIOR APPLIANCE AND EQUIPMENT MAINTENANCE SUPERVISOR

DEFINITION

Under direction, to plan, coordinate and direct the accomplishment of work operations carried out by two or more electric motor maintenance supervisors and a large group of subordinate employees; and to do related work as required.

TYPICAL TASKS

Serves as senior supervisor over maintenance and repair operations on a wide variety of equipment such as electric motors, air handling units, custodial equipment, emergency lighting systems, air compressors, industrial arts equipment, major appliances, small appliances, saws and tools, etc.; directs the accomplishment of assigned work operations within the limits of policies established by management officials, and general oral and written instructions and guidelines provided by superiors.

Plans and schedules work considering nature of activities involved, workload, availability of manpower and equipment and work projects for which responsible; organizes, coordinates and directs activities of the units supervised; sets priorities, deadlines and sequence of work operations; explains operations and requirements to subordinate supervisors; spot checks operations in progress and/or upon completion to insure that established policies, plans, methods and procedures are followed and that work is carried out in an effective, and economical manner; provides information and advice to supervisors on such matters as status of work activities, availability of parts and materials; ability to accomplish work as scheduled, cost estimates, etc.

Evaluates work performance of subordinate supervisors and reviews evaluations initiated by them; acts on operational, personnel and other problems referred by them; schedules and approves their leave; assures that appropriate records are kept and reported as required; promotes and administers management programs such as safety, training and cross-training, cost control or reduction, and review and improvement of work methods; studies continuing problems and takes or recommends necessary corrective actions; provides continuing information on budget needs for new and replacement equipment.

EMPLOYMENT STANDARDS

Graduation from high school desirable and extensive experience of a diversified and progressively responsible nature, including successful supervisory experience, which provides a broad background in

SENIOR APPLIANCE AND EQUIPMENT
MAINTENANCE SUPERVISOR/6437
Page 2

installation, maintenance and repair work; or any equivalent combination of experience and training which provides the required knowledges, skills and abilities.

Broad knowledge of procedures, techniques, materials, equipment and tools involved in a wide variety of installation, maintenance and repair activities; skill in performance of the work and good knowledge of local, state and national codes where applicable; ability to plan, organize, direct and provide technical assistance to a large group of trades employees through subordinate supervisors; ability to make independent judgments and decisions within established policies and to interpret policies to subordinate supervisors; ability to determine training needs and to develop and implement programs to meet needs; ability to promote and administer safety and other management programs; ability to read and interpret work orders, diagrams, sketches, blueprints and manufacturers' manuals; ability to estimate costs of work performed; ability to communicate effectively both orally and in writing; ability to keep accurate records and prepare reports; ability to maintain good inter-personal relationships. Possession of a valid state motor vehicle operator license.

Physical ability necessary to carry out requirements of the work.

ESTABLISHED: August 3, 1981

12940